

## FUNDING PROCESSES

Career and Technical Education State Block Grant funding will be allocated for the current fiscal year based on each district's CTE enrollment, concentrator and placement reporting. **A program is approved by school site, not by district.** Seventy five percent of CTE State Block Grant funds will be allocated to CTE enrollment. Twenty five percent of the funds will be allocated to placement. A course must have a certified teacher, a Notification of Intent (NOI) filed, program enrollment, and the required Concentrator/Placement reports to generate funding. If a program (and its associated courses) does not provide the essential elements required by the Arizona State Board of Education, the program and its funding will be inactivated by CTE. Programs must meet, exceed, or make substantial improvement towards the state adjusted levels of performance to ensure continued eligibility for funding. If any of these requirements are not met for a program, funding is not allocated and the following **error** report(s) will be sent to the LEA:

- **VOCI 09-1: Unapproved Courses – No Required PM Reports**
- **VOCI 12-1: No 200X Notification of Intent (NOI) Filed or 200X Course Missing**
- **VOCI 13-1: Unapproved ADE Inactive Courses**

**There are four types of funding reports that will be produced:**

- Funded course detail report
- Non-funded course detail report
- Placement funding detail report
- Summary notification allocation report

**These reports will be produced as Preliminary and Final Funding reports.**

**The Preliminary Funding Report** allows districts to identify problems that impact state allocations. Some of the problems may include the following:

- The teacher is not certified for a course
- No concentrators were submitted for a program
- No placements were submitted for a program
- Unapproved programs – Career Preparation Coop only course offered
- No NOI (Notification of Intent) filed for the program
- ADE inactivated the program

**Preliminary Funding Report: VOCI 51-1 and VOCI 51-2:** This report provides preliminary notification of the funding dollars a district may generate from State Block Grant monies. This report also provides the opportunity to verify the enrollment data and to make corrections, if ADE did not record the data the district submitted. Previously unrecorded data will be reflected on the Final Funding Reports. Errors related to a course not receiving funds due to Performance Measures issues should be referred to the Development and Innovations Section at (602) 542-5963. The Preliminary Funding Report amounts are not final. Do not submit the CTE State Block Grant application based on the Preliminary Funding Report.

**Final Enrollment Funding Report: VOCI 51-1 and VOCI 51-2:** This report provides the notification of the Final funding dollars available to the district from State Block Grant monies. An application must be completed by the district to generate these monies. For questions related to the state funding formula, please contact the CTE Grants and Management Information Services at (602) 542-5349.

**Preliminary and Final Non-Funded (State Funding Not Generated) VOCI 55-1 and VOCI 55-1 reports:** A report of Non-Funded courses could also be produced twice if a course does not meet the requirements. If any courses are not funded and appear on any of the VOCI 09, VOCI 12 or VOCI 13 reports, the dollar amount not generated will also appear on the VOCI 55-1 (school level) and VOCI 55-2 (district level) reports.

**Preliminary and Final Placement Funding Report:** Placement funding paid in the current fiscal year is for CTE program samplers and concentrators who graduated and are in a related placement nine months after graduation. Placements may be in postsecondary education or advanced training, military services, or employment. Funding is earned only if the placement is related to the graduate's secondary CTE program of study. A related placement is one that obviously uses or builds on the occupational standards acquired in the graduate's secondary CTE program.

**Preliminary and Final Summary Notification of Career and Technical Education Allocations: VOCI 62-1:** The **total amount of state funding** for district generated by your Course Enrollment reporting. Available district enrollment formula funding and the placement formula funding dollar amounts are listed. If a district selects not to submit an application for the funds, those dollars will be re-divided among the districts that did submit an application for their State Block Grant Enrollment and Placement dollars.

Examples of these reports are on the following pages:

CTDS:  
COUNTY:  
DISTRICT:  
SCHOOL:

ARIZONA DEPARTMENT OF EDUCATION  
CAREER AND TECHNICAL EDUCATION  
UNAPPROVED COURSES - NO REQUIRED PM REPORTS

VOCI 09-1  
REPORT DATE:05/17/XX  
REPORT PAGE: 1

COURSE CODE	COURSE TITLE	TEACHER NUMBER	TERM	PERIOD	DISTRICT OF ATTENDANCE CTDS
46.0400.10	Constr Tech Core	*****	2	3	
46.0400.20	Construction Tech I	*****	2	3	

Sample

CTDS:  
COUNTY:  
DISTRICT:  
SCHOOL:

ARIZONA DEPARTMENT OF EDUCATION  
CAREER AND TECHNICAL EDUCATION  
NO 200X NOTIFICATION OF INTENT (N.O.I.) FILED  
OR 200X COURSE MISSING

VOCI 12-1  
REPORT DATE:05/17/XX  
REPORT PAGE: 1

COURSE CODE	COURSE TITLE	TEACHER NUMBER	TERM	PERIOD	DISTRICT OF ATTENDANCE CTDS
46.0400.10	Constr Tech Core	*****	2	3	
46.0400.20	Construction Tech I	*****	2	3	

Sample

CTDS:  
COUNTY:  
DISTRICT:  
SCHOOL:

ARIZONA DEPARTMENT OF EDUCATION  
CAREER AND TECHNICAL EDUCATION  
- UNAPPROVED ADE INACTIVE COURSES -

VOCI 13-1  
REPORT DATE:05/17/XX  
REPORT PAGE: 1

COURSE CODE	COURSE TITLE	TEACHER NUMBER	TERM	PERIOD	ADE INACTIVE DATE	DISTRICT OF ATTENDANCE CTDS
46.0400.10	Constr Tech Core	*****	2	3	7/1/2006	
46.0400.20	Construction Tech I	*****	2	3	7/1/2006	

Sample

**Preliminary and Final Funding Reports**  
**By School – VOCI 51-1**  
**By District – VOCI 51-2**

The information submitted and verified for the 40<sup>th</sup> and 100<sup>th</sup> Day Reports is summarized in the Course Enrollment Master Report – VOCI 21. Data from the Course Enrollment Master Report is combined with a formula and then used for generation of the **Preliminary and Final Funding Reports – VOCI 51-1 and VOCI 51-2.**

- **VOCI 51-1** reflects funding generated by Courses on the CTE Program List by **school.**
- **VOCI 51-2** reflects funding generated by Courses on the CTE Program List by **district.**

These reports provide the notification of the Preliminary and Final funding dollars available to the district from State Block Grant monies. For questions related to the state funding formula, please contact the CTE Grants and Management Information Services at (602) 542-5349.

VOCI 51-1

CTY XX TYPE XX DIST XX SCH XXX

ARIZONA DEPARTMENT OF EDUCATION  
CAREER AND TECHNICAL EDUCATION  
FINAL FUNDING REPORT  
FYXX ENROLLMENT - FOR FYXX FUNDING

DATE 08/15/XX  
PAGE 1

RATE FOR FULL, WEIGHTED AVERAGE STUDENT COUNT: \$111.59

COUNTY: IMPORTANT: THIS REPORT IS BASED UPON AN AVERAGE OF YOUR 40TH AND 100TH DAY ENROLLMENT COUNTS.  
DISTRICT:  
SCHOOL:

COURSE CRSE CODE	COURSE CRSE CODE TITLE	P MIN. NO. E PER OF ROOM R WEEK WKS NO.	TP ER CE HP	TEACHER'S NAME	TEACHER'S CERT NO.	9-12 AVG CNT	11-12 AVG CNT	ELIGIBLE WEIGHTED COUNT	TOTAL ENROLLMENT FUNDING
NON-ARTICULATED COURSES									
-----									
2. BUSINESS MGMT ADMIN (WEIGHT - 1.0000000000)									
52.020010	Bus Mgmt/Admin Srv F 3	0250 18 7	Y	ROGERS	*****	8.50	5.00	5.55	\$619.94
52.020010	Bus Mgmt/Admin Srv F 7	0250 18 7	Y	ROGERS	*****	6.00	1.50	1.66	\$185.98
52.020010	Bus Mgmt/Admin Srv F 3	0250 18 7	Y	ROGERS	*****	6.50	4.00	4.44	\$495.96
52.020010	Bus Mgmt/Admin Srv F 7	0250 18 7	Y	ROGERS	*****	6.00	2.00	2.22	\$247.98
52.020020	Business Office Oper 4	0250 18 7	Y	ROGERS	*****	13.50	13.50	14.99	\$1,673.85
TOTAL BUSINESS MGMT ADMIN						58.50	44.00	48.02	\$5,362.52
9. AUTOMOTIVE TECH (WEIGHT - 1.0000000000)									
47.060010	Auto Tech Core Curr 2	0250 18 VOC2 N	BELL	*****	7.50	1.50	1.66	\$185.98	
47.060010	Auto Tech Core Curr 3	0250 18 VOC2 N	BELL	*****	7.50	3.50	3.88	\$433.96	
47.060010	Auto Tech Core Curr 2	0250 18 VOC2 N	BELL	*****	9.00	3.00	3.33	\$371.97	
47.060010	Auto Tech Core Curr 3	0250 18 VOC2 N	BELL	*****	12.00	7.50	8.33	\$929.92	
47.060070	Automotive Technolog 5	1100 18 7	N	ROGERS	*****	0.50	0.50	0.50	\$55.80
47.060070	Automotive Technolog 5	1100 18 7	N	ROGERS	*****	0.50	0.50	0.50	\$55.80
TOTAL AUTOMOTIVE TECH						43.50	23.00	25.41	\$2,839.36

(ELIGIBLE WEIGHTED COUNT \* RATE FOR FULL WEIGHTED AVG STUDENT COUNT = TOTAL FUNDING)

VOCI 51-2  
CTY XX TYPE XX DIST XX

ARIZONA DEPARTMENT OF EDUCATION  
CAREER AND TECHNICAL EDUCATION  
FINAL FUNDING REPORT  
FYXX ENROLLMENT - FOR FYXX FUNDING

DATE 08/15/XX  
PAGE 1

RATE FOR FULL, WEIGHTED AVERAGE STUDENT COUNT: \$111.59

COUNTY: IMPORTANT: THIS REPORT IS BASED UPON AN AVERAGE OF YOUR 40TH AND 100TH DAY ENROLLMENT COUNTS.  
DISTRICT:

COURSE CRSE CODE	COURSE CRSE CODE TITLE	9-12 AVERAGE COUNT	11-12 AVERAGE COUNT	ELIGIBLE WEIGHTED COUNT	TOTAL ENROLLMENT FUNDING	TP ER CE HP
NON-ARTICULATED COURSES -----						
2. BUSINESS MGMT ADMIN (WEIGHT - 1.0000000000)						
52.020010	Bus Mgmt/Admin Srv F	27.00	12.50	13.87	\$1,549.86	Y
52.020020	Business Office Oper	24.00	24.00	26.65	\$2,975.73	Y
52.020070	Bus Mgmt/Admin Srv D	7.50	7.50	7.50	\$836.93	Y
TOTAL	BUSINESS MGMT ADMIN	58.50	44.00	48.02	\$5,362.52	
9. AUTOMOTIVE TECH (WEIGHT - 1.0000000000)						
47.060010	Auto Tech Core Curr	36.00	15.50	17.20	\$1,921.83	N
47.060021	Automotive Technolog	1.00	1.00	1.11	\$123.99	N
47.060030	Automotive Technolog	5.50	5.50	6.10	\$681.94	N
47.060070	Automotive Technolog	1.00	1.00	1.00	\$111.60	N
TOTAL	AUTOMOTIVE TECH	43.50	23.00	25.41	\$2,839.36	
11. CONSTRUCTION TECH (WEIGHT - 0.9000000000)						
46.040010	Construction Tech Co	5.00	3.50	3.48	\$390.56	N
TOTAL	CONSTRUCTION TECH	5.00	3.50	3.48	\$390.56	

(ELIGIBLE WEIGHTED COUNT \* RATE FOR FULL WEIGHTED AVG STUDENT COUNT = TOTAL FUNDING)



## Preliminary and Final Non-Funding Report VOCI 55-1 and VOCI 55-2

There are two remaining funding reports:

- **VOCI 55-1** reflects funding not generated by Courses on the CTE Program List by **school**
- **VOCI 55-2** reflects funding not generated by Courses on the CTE Program List by **district**

These reports are intended as a tool to examine current practices related to accountability. It lists occupational courses (11<sup>th</sup> and 12<sup>th</sup> grades) that will not generate CTE funding. Any of these messages may be listed:

**Teacher Uncertified** message means the teacher is uncertified to teach the course listed for that period for any of the following reasons:

- Certification for the teacher may have expired and not been renewed
- Certification process for the teacher was not completed by the February 28<sup>th</sup> deadline

**No Required PM reports** message means the CTE Program is unapproved for any of the following reasons:

- ADE did not receive acceptable Concentrator reports by the April 15 deadline ADE did not receive acceptable Placement reports by the April 15 deadline.
- After receiving a designation of “program in review”, the program does not participate in the ADE directed external assessment and accountability planning process

**No NOI Filed in January (of previous school year)** message indicates the district did not file a Notification of Intent (NOI) for this program for the current school year by January of the previous school year as required. A new CTE program is defined as any Career Preparation program CIP code not reporting course enrollment and performance measures the previous year. Funds are not generated if an NOI was not filed to ADE by the January 1 deadline of the previous school year.

**Unapproved ADE Inactive** message indicates that ADE closed the program due to its failure to include the essential elements required by the Arizona State Board of Education.

For all of the above messages, the result is the same. **Funding potential is not generated for the district.** This report will assist district personnel to be aware of funding impact in the hiring of properly certified teachers and the importance of meeting performance measures requirements.

VOCI 55-1

ARIZONA DEPARTMENT OF EDUCATION  
CAREER AND TECHNICAL EDUCATION

DATE 08/15/XX  
PAGE 1

CTY XX TYPE XX DIST XX SCH XXX STATE FUNDING NOT GENERATED DUE TO ONE OR MORE OF THE FOLLOWING REASONS:  
INSUFFICIENT PERFORMANCE MEASURES REPORTS - CERTIFICATION PROBLEMS  
NO NOTIFICATION OF INTENT (N.O.I.) FILED IN 4/2007  
ADE UNAPPROVED INACTIVE  
FYXX ENROLLMENT - FOR FYXX FUNDING

RATE FOR FULL, WEIGHTED AVERAGE STUDENT COUNT: \$106.52

COUNTY:  
DISTRICT:  
SCHOOL:

COURSE CRSE CODE	COURSE CRSE CODE TITLE	P MIN. NO. E PER OF R WEEK WKS	TEACHER'S TEACHER'S NAME CERT NO.	11-12 AVG CNT	ELIGIBLE WEIGHTED COUNT	TOTAL FUNDING NOT GENERATED	TP ER CE REASON FOR HP FUNDING NOT GENERATED
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NON-ARTICULATED COURSES  
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2. BUSINESS MGMT ADMIN (WEIGHT - 1.0000000000)							
52.020010	Bus Mgmt/Admin Srv F 0 0220 17	MORIN	*****	4.00	3.69	\$393.47	N NO REQUIRED PM REPORTS NO 2007 COURSE ENROLLMENT OR NO NOI FILED IN 4/2007
52.020010	Bus Mgmt/Admin Srv F 2 0220 18	MORIN	*****	5.50	5.37	\$572.84	N NO REQUIRED PM REPORTS NO 2007 COURSE ENROLLMENT OR NO NOI FILED IN 4/2007
52.020010	Bus Mgmt/Admin Srv F 3 0220 18	MORIN	*****	4.00	3.91	\$416.61	N NO REQUIRED PM REPORTS NO 2007 COURSE ENROLLMENT OR NO NOI FILED IN 4/2007
52.020010	Bus Mgmt/Admin Srv F 5 0220 18	MORIN	*****	2.50	2.44	\$260.38	N NO REQUIRED PM REPORTS NO 2007 COURSE ENROLLMENT OR NO NOI FILED IN 4/2007
52.020020	Business Office Oper 6 0440 18	MORIN	*****	9.00	17.59	\$1,874.75	N NO REQUIRED PM REPORTS NO 2007 COURSE ENROLLMENT OR NO NOI FILED IN 4/2007
TOTAL BUSINESS MGMT ADMIN				25.00	33.00	\$3,518.05	

## Summary Notification of Career and Technical Education Allocations VOCI 62

**Eligible Recipient:** District name should appear here

**County, Type, District:** County, type and district number should appear here

**Funding Category Titles:** Career and Technical Education State Block Grant Formula  
Funding Placement Formula Funding

**Allocation:** Dollar figure, determined by district student count on the 40th and 100th day reports, appears here

**Grand Total Allocations:** The **total amount of state funding** for district generated by your Course Enrollment reporting

**(A) Block Grant Formula Funding:** Formula amounts by course, title and school site. This is the State Block Grant dollar figure for the next fiscal year, which was generated by 11<sup>th</sup> and 12<sup>th</sup> grade student count from the 40<sup>th</sup> and 100<sup>th</sup> Day Course Enrollment Reports.

**(B) Placement Formula Funding:** The placement formula funding figure is generated by the completed surveys returned to ADE by the districts on the Website.

### Application for CTE State Block Grant Funds

Available district enrollment formula funding and the placement formula funding dollar amounts are listed. The total on the Summary Notification of CTE Allocations (VOCI 62) is the amount of State dollars that your programs have generated and will be used as your allocation for State Block Grant Funds. General State of Assurance authorized signers must submit electronic applications using these State Block Grant Funds allocations by the due date determined by the ADE using the Grants Management Enterprise online system. The website is located at: <http://www.ade.az.gov/gme>.

Click on Online Applications to enter the Grants Management Enterprise system and begin the process. If a district selects not to submit an application for the funds, those dollars will be re-divided among the districts that did submit an application for their State Block Grant Enrollment and Placement dollars.

ELIGIBLE RECIPIENT: SAMPLE UNIFIED DISTRICT

FUNDING CATEGORY TITLES		ALLOCATION
BLOCK GRANT FORMULA FUNDING	(A) *	\$29,734.67
PLACEMENT FORMULA FUNDING	(B) *	\$8,582.76
GRAND TOTAL ALLOCATION	*	\$38,317.43

(B) PLACEMENT RESULTS ARE DETAILED IN YOUR DISTRICTS  
FY 200X CAREER AND TECHNICAL EDUCATION PLACEMENT FUNDING  
REPORT. THE RESULTS ARE LISTED BY SCHOOL AND PROGRAM.

## Placement Funding Report

Placement funding paid in the current fiscal year is for CTE program samplers and concentrators who **graduated** and are in a related placement nine months after graduation. Placements may be in postsecondary education or advanced training, military services, or employment. Funding is earned only if the placement is **related** to the graduate's secondary CTE program of study. A related placement is one that obviously uses or builds on the occupational standards acquired in the graduate's secondary CTE program. Twenty five percent of the CTE State Block Grant funds will be allocated to placement.

The Placement Funding Report will be produced twice. The Preliminary Placement Funding Report notifies a district of the funding dollars a related placement will generate. This preliminary report also provides the district the opportunity to verify the placement data and to make corrections, if ADE did not record the data the district submitted. The Final Placement Funding Report will include all corrections and contain the final placement funding generated. A student in 2 or more related placements will only generate funding for one of those related placements.

For more information regarding Placement Survey Reports and Concentrator Reports, please see the Arizona CTE performance measures are published annually in the **Secondary Guidelines for Performance Measures and Program Evaluation** at <http://www.ade.az.gov/cte/DIG/>.

# Sample

## FY200X Final Placement Funding (FY0X Student Names)

FINAL FINAL FINAL FINAL FINAL

CTD 123456

SAMPLE UNIFIED DISTRICT

CTDS 123456001

SAMPLE HIGH SCHOOL

ProgramArea INDUSTRIAL TECH

Fiscal	ProgCIP	ProgramTitle	StudentName	Qualify	Funding
200X	100200	Radio/Television Tch	C L WALTERS	Program Concentrator	\$317.88
200X	100200	Radio/Television Tch	D F HALL	Program Concentrator	\$317.88
200X	100300	Graphic Commun	S N JONES	Program Concentrator	\$317.88
200X	100300	Graphic Commun	B A WILLIAMS	Program Concentrator	\$317.88
200X	100300	Graphic Commun	T R ANDREWS	Program Concentrator	\$317.88
200X	100300	Graphic Commun	T G THOMAS	Program Concentrator	\$317.88
200X	100300	Graphic Commun	O A SANCHEZ	Program Concentrator	\$317.88
200X	100300	Graphic Commun	F D JEFFERSON	Program Concentrator	\$317.88
200X	100300	Graphic Commun	G C GILL	Program Concentrator	\$317.88
200X	150300	Electronics Tech	J H ROBERTSON	Program Concentrator	\$317.88
200X	150300	Electronics Tech	G T MAY	Program Concentrator	\$317.88
200X	150300	Electronics Tech	B V FRY	Program Concentrator	\$317.88
200X	460400	Construction Technol	H I YOUNG	Program Concentrator	\$317.88
200X	460400	Construction Technol	A X HARPER	Program Concentrator	\$317.88
200X	460400	Construction Technol	M N ROSE	Program Concentrator	\$317.88
200X	460400	Construction Technol	C O PAUL	Program Concentrator	\$317.88
200X	460400	Construction Technol	C F THATCHER	Program Concentrator	\$317.88
200X	460400	Construction Technol	L M RUIZ	Program Concentrator	\$317.88
200X	460400	Construction Technol	M B HILLS	Program Concentrator	\$317.88
200X	460400	Construction Technol	L S CRENSHAW	Program Concentrator	\$317.88
200X	460400	Construction Technol	M K RODRIGUEZ	Program Concentrator	\$317.88
200X	460400	Construction Technol	C T BARNUM	Program Concentrator	\$317.88
200X	470600	Automotive Tech	A K TAFT	Program Concentrator	\$317.88
200X	470600	Automotive Tech	A O JOHNSON	Program Concentrator	\$317.88
200X	470600	Automotive Tech	K J CLINTON	Program Concentrator	\$317.88
200X	470600	Automotive Tech	C F TRUMAN	Program Concentrator	\$317.88
200X	470600	Automotive Tech	R A DEGAULLE	Program Concentrator	\$317.88
200X	470600	Automotive Tech	F F SCHROEDER	Program Concentrator	\$317.88
SUM for 'ProgramArea' = INDUSTRIAL TECH			Count =	28	\$8,900.64
SUM for School = SAMPLE HIGH SCHOOL					\$12,079.44

**If you have questions, please contact the CTE Grants Management Information Systems Section for assistance:**

Information Technology Specialist	Donna Kerwin	(602) 542-7881
Education Program Specialist	Steve Saline	(602) 542-5566
Administrative Services Officer	Jet Wilson	(602) 542-5486
Enrollment Specialist	Della Hofer	(602) 542-5711

Or email: [CTEDataCollection@azed.gov](mailto:CTEDataCollection@azed.gov).